

# SCOTTSDALE TEEN EMPLOYMENT PROGRAM

RESUME WRITING APPLICATION ASSISTANCE JOB REFERRALS INTERVIEW PREPARATION

TURNING IN JOB APPLICATIONS BUT NOT GETTING ANY INTERVIEWS?

## WHAT IS SCOTTSDALE TEEN EMPLOYMENT PROGRAM (STEP) ?

The City of Scottsdale Teen Employment Program (STEP) assists Scottsdale teens with job readiness training, resume assistance, mock interviews and job referrals. When available, job referrals could include opportunities with local businesses and residents.

## WHY STEP?

Teens can be overwhelmed approaching the world of work, especially in this competitive market. STEP helps to equip teens with strategies for gaining employment, thus increasing their chances of getting hired. This program is a resource for teens seeking their first work experience, wanting a new job or interested in strengthening their job seeking skills.

## WHO IS ELIGIBLE?

Teens aged 14 to 19 years old who live in Scottsdale or attend a Scottsdale school are eligible for services through Scottsdale Teen Employment Program.

Please Note: job referrals for teens under the age of 16 are limited.

## WHAT JOB WILL I BE PLACED IN?

STEP is not a placement or job agency. The main function of the program is preparation and support that will increase the teen's chances of getting hired. Employers and businesses periodically utilize the program to post jobs and find job applicants. Whenever possible, teens will be referred to jobs in the area of interest and location but there is no guarantee of hire.

## HOW DO TEENS SIGN UP?

To register, teens are required to meet with the employment specialist to discuss their job interests, ideas and develop a strategy. To make an appointment, please call 480.312.0105

## WHERE CAN I GET MORE INFORMATION?

To request more information, please call 480.312.0105 (TTY 480. 312.3606) or email [swilliams@scottsdaleaz.gov](mailto:swilliams@scottsdaleaz.gov)

LET US HELP YOU WITH A STRATEGY THAT WILL HELP YOU GET THE INTERVIEW AND THE JOB.

WE LOOK FORWARD TO WORKING WITH YOU!

480-312-0105



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